

## **REQUEST FOR QUOTATION**

### **DECLARATION OF POLICY**

It is the policy of the City of Tucson to require that Arizona firms and out-of-state firms providing goods and services to the City adhere to a policy of equal employment opportunity and that they demonstrate an affirmative effort to recruit, hire, promote and upgrade the position of employees regardless of race, color, religion, ancestry, sex, physical handicap, national origin, sexual or affectional preference, or marital status, and who are responsive to the City's Minority Business Enterprise Program goals.

### **GENERAL TERMS AND CONDITIONS**

1. No quotations will be accepted unless submitted on the City of Tucson RFQ form. Any preprinted terms and conditions on any proposal form may be invalid and subject to rejection.
2. Any purchase order issued shall be subject to the terms and conditions on the RFQ. Any exception to these terms and conditions must be submitted in writing and returned with vendor's response.
3. All proposals must be received in the City of Tucson Procurement Department by the close of business on the specified due date. Proposals received after that time may not be considered.
4. Phone quotes may be accepted by the buyer prior to the due date with written confirmation to follow.
5. Proposals must be signed by authorized person of the company.
6. Proposals submitted as equals must be submitted with detailed literature suitable for evaluation.
7. The City will pay only those sales taxes applicable by law.
8. Prices shall be F.O.B. Destination to the delivery location designated on the subsequent purchase order. The vendor agrees that in those cases where term of shipping is FOB Shipping Point, goods shall be shipped PRE-PAID only. The vendor will pay freight charges directly to the freight company and include documented freight charges on his invoice to the City. Bids submitted with FOB Shipping Point terms must include freight charges in addition to and separate from price of items.
9. City is not responsible for bidder's errors and omissions.
10. RFQ must state payment terms. Cash discount will be deducted from the price quoted in determining the low price. If not stated on RFQ, a 2%-21 days cash discount will be assumed as allowable and will be considered in determining the award.
11. RFQ must state delivery time for each item submitted on proposal.
12. RFQ must state the entire warranty on the equipment and/or supplies bid. Warranties shall guarantee accepted trade standards of quality, fitness for the intended uses, and conformance to promises or specifications. As provided on RFQ, vendor(s) shall state the length of warranty agreement, as this will be a consideration in making the award.
13. Successful vendors will be required to furnish Material Safety Data Sheets (MSDS) pursuant to OSHA Hazard Communications Regulations per 29 CFR Part 1910.1200.
14. The City reserves the right to award by individual line item, by group of line items or as a total, whichever is deemed most advantageous to the City.
15. Vendor agrees to furnish any or all of the items quoted at the prices shown. Quote must be held firm for a period of **30** days.